



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 34

EFFECTIVE DATE: January 10, 2000; Revised 11/13/01; Revised 9/9/03

SUBJECT: Flexible Maximum Hire Rate for Management Intern
and Training and Development Intern Job Titles

AUTHORIZATION: _____
Whitman J. Kling, Jr. Deputy Undersecretary

I. POLICY:

In accordance with authority granted by the Civil Service Commission effective November 7, 2001, it is the policy of the Division of Administration (DOA) to utilize a Flexible Maximum Hire Rate for positions in the Management Intern and the Training and Development Intern job titles.

II. PURPOSE:

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for recruitment and retention purposes.

III. APPLICABILITY:

This policy shall be applicable to all sections of the DOA, both ancillary sections and appropriated sections.

IV. PROCEDURE:

As of September 9, 2003, individuals hired in positions that are in the Management Intern and the Training and Development Intern job titles must be hired at the established Special Entrance Rate, which is attached.

Personnel Action Requests (PAR) requesting appointments in these job titles must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

VI. QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

Addendum A

Effective November 7, 2001, the Civil Service Commission approved statewide Flexible Maximum Hire Rates for positions in the Management Intern and the Training and Development Intern job titles.

The following chart reflects:

1. The job code, title and pay level of the jobs affected,
2. The September 9, 2003 biweekly minimum of the jobs affected, and
3. The actual hire rates that will be utilized by the DOA when filling positions in these jobs from September 9, 2003 forward.

Job Code	Title	Pay Level	Biweekly Minimum 9/9/03	Biweekly Hire Rate 9/9/03
156280	Management Intern	AS-611	\$ 836.80	\$ 1,216.62
162140	Training & Development Intern	AS-611	\$ 836.80	\$ 1,216.62